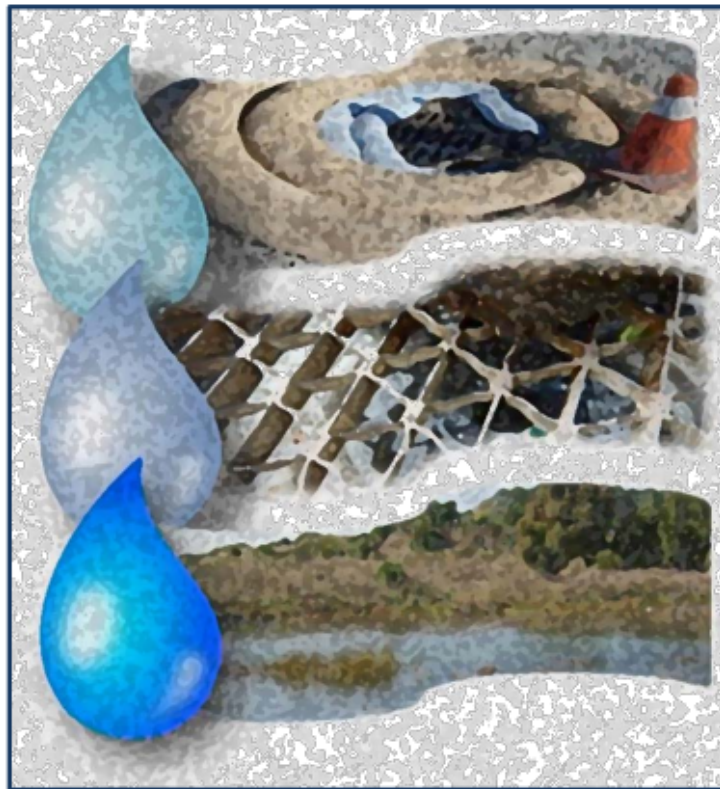


**STATEWIDE INDUSTRIAL GENERAL PERMIT**  
**DISCHARGER'S GUIDE TO THE STORMWATER MULTIPLE**  
**APPLICATION AND REPORT TRACKING SYSTEM (SMARTS)**  
**DATABASE**

**Notice of Non-Applicability (NONA)**



**Last Revised: December 23, 2020**

## **Statewide Industrial Stormwater General Permit (IGP) –Notice of Non-Applicability (NONA)**

Any Discharger operating a facility described in [Attachment A](#) ([https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/docs/industrial/2014indngenpermit/atta.pdf](https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/2014indngenpermit/atta.pdf)) may register for a Notice of Non-Applicability if their facility meets one of the following criteria as stated in the “Special Conditions” section (XX.C) of the [Industrial General Permit](#) ([https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/docs/industrial/unoff\\_igp\\_amend.pdf](https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/unoff_igp_amend.pdf)):

### **Dischargers Claiming “No Discharge” through the Notice of Non-Applicability**

Entities who are claiming “No Discharge” through the Notice of Non-Applicability shall meet the following eligibility requirements:

1. The facility is engineered and constructed to have contained the maximum historic precipitation event (or series of events) using the precipitation data collected from the National Oceanic and Atmospheric Agency’s website (or other nearby precipitation data available from other government agencies) so that there will be no discharge of industrial stormwater to waters of the United States; or,
2. The facility is located in basins or other physical locations that are not hydrologically connected to waters of the United States.

When claiming the “No Discharge” option, entities shall upload a No Discharge Technical Report in the application via SMARTS. The No Discharge Technical Report shall demonstrate the facility meets the eligibility requirements described above.

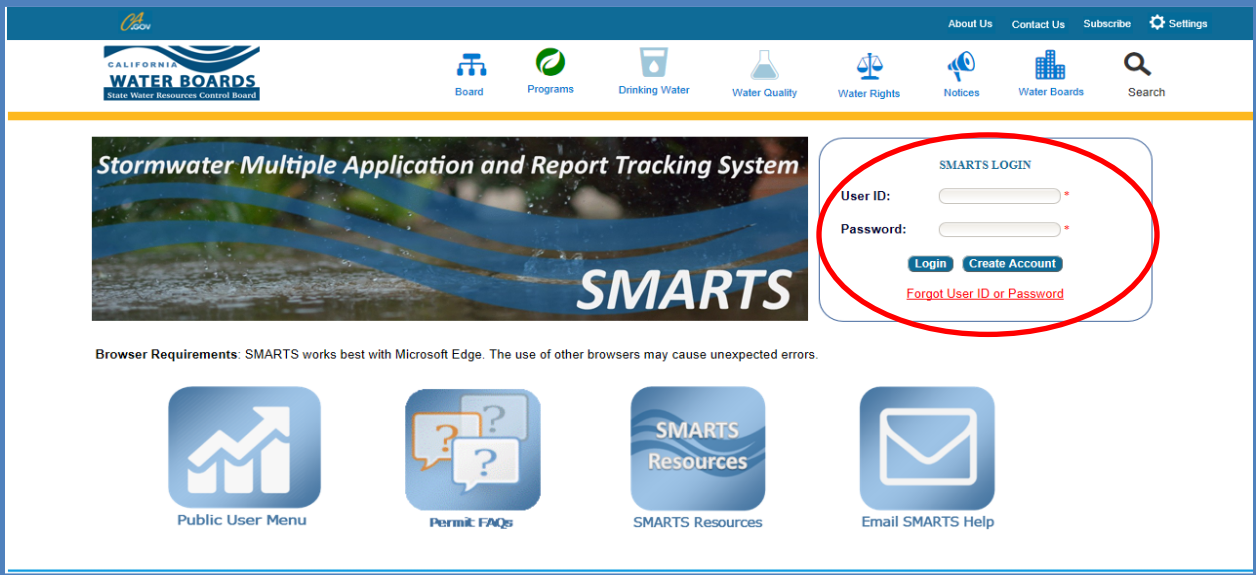
The No Discharge Technical Report shall be signed (wet signature and license number) by a California licensed professional engineer.

This guide provides general guidance, detailed information on how to access SMARTS, and how to complete a Notice of Non-Applicability application. This guidance document is a “living document” and will be updated as necessary. For additional questions, contact the SMARTS Help Desk at [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov) or at 1-866-563-3107.

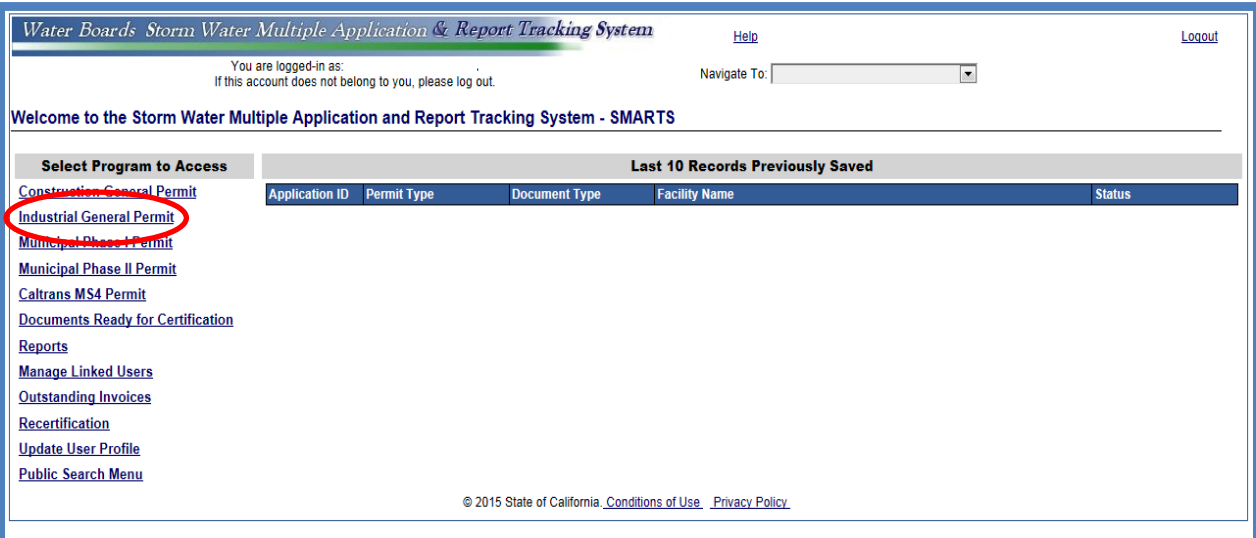
The Notice of Non-Applicability must be certified and submitted by the facility's Legally Responsible Person (LRP). The following steps guide a Legally Responsible Person to certify and submit the Notice of Non-Applicability application.

1. Please log into [SMARTS](https://smarts.waterboards.ca.gov): (<https://smarts.waterboards.ca.gov>)

**Please use SMARTS in Microsoft Edge**



2. From the main menu select "Industrial General Permit":



3. Select "New Application":

*Water Boards Storm Water Multiple Application & Report Tracking System* [Help](#) [Logout](#)

You are logged-in as:  
If this account does not belong to you, please log out.

Navigate To:

---

**Welcome to Storm Water Multiple Application Reporting and Tracking System - SMARTS**

---

**Industrial Permit Menu**

- [New Application](#)
- [Active NOIs, NECs](#)
- [Pending Applications](#)
- [Terminated NOIs](#)
- [Reports](#)
- [Back to Main Menu](#)

**Applications You Are Associated With:**

Application ID	Application Type	Status	Owner/Operator	Site/Facility	NOT	Hide	Delete	Delink
WDID								App

4. Select "Industrial Notice of Non-Applicability":

*Water Boards Storm Water Multiple Application & Report Tracking System* [Help](#) [Logout](#)

You are logged-in as:  
If this account does not belong to you, please log out.

Navigate To:

---

**Start New Storm Water Application**

---

Please click on the appropriate link to start an application

Select Permit Type

- [Statewide Industrial General Permit Notice of Intent](#)
- [Statewide Industrial General Permit No Exposure Certification](#)
- [Industrial Notice of Non-Applicability](#)
- [Santa Ana Regional Water Board \(Region 8\) Sector Specific Scrap Metal Recycler Permit \(R8-2012-0012\)](#)

5. Select the Organization<sup>1</sup> the application will be associated with and select “Next”:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as:   
 If this account does not belong to you, please log out.   
 Navigate To:

**Notice of Non-Applicability**

Please select the owner/operator of the new NOI from the following Businesses which you represent.

Select	Organization ID	Organization Name	Address	Business Type
<input type="radio"/>	635032	test123	1001 I street Sacramento CA 95814	Private Individual
<input type="radio"/>	610632	Test Owner Co	PO Box 1977 Sacramento CA L6G1BG8	City/Town Agency
<input type="radio"/>	659704	ABC corp	111 AB Ave Sacramento CA 95632	Private Business
<input type="radio"/>	632018	Test Owner Company	1001 I Street Sacramento CA 95814	Private Business
<input type="radio"/>	658759	Sdischarger	1001 I street sacramento CA 95814	Private Business
<input type="radio"/>	0	Create New Organization	Create New Organization	

Back Next

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6. Enter all required Operator Information<sup>23</sup>. Once all required information is entered select “Save & Continue”<sup>4</sup>:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as:   
 If this account does not belong to you, please log out.   
 Navigate To:

**Operator Information**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on “Save & Exit”.

NONA ID/App ID: - 526994   
 Status: Not Submitted   
 Order No: 2014-0057-DWQ   
 Permit Type: Industrial - NONA

Operator: test123   
 Facility: 1001 I street Sacramento CA 95814

Certified Date:   
 Processed Date:   
 NOT Effective Date:   
 Previous ID:

Operator Info Facility Info Addl. Facility Info Attachments Certification Reports Inspections Print Status History Linked Users

Operator Information Populate Contact Info: Select

Operator Name: test123 \* 2   
 Street Address: 1001 I street \* 2   
 Address Line 2: 15 floor 2   
 City/State/Zip: Sacramento CA 95814 \* 2   
 Type: Private Individual ? \* 2

Contact First Name:   
 Contact Last Name:   
 Title:   
 Phone: \* Ext: (999-999-9999)   
 E-mail: \* (abc@xyz.com)

Save & Exit Save & Continue

Fields marked with \* are mandatory fields.

<sup>1</sup> **NOTE:** Select “Create New Organization,” if the organization information shown is incorrect or if you are creating a new organization. Only a Legally Responsible Person SMARTS account will be able to create or link to an existing Organization.

<sup>2</sup> **NOTE:** The option to auto-populate the operator contact information is available as a drop-down box. Select the user’s information to be populated from their linked account. Please verify the information once it is populated for accuracy.

<sup>3</sup> **NOTE:** If the operator address is incorrect please follow the other guide on completing an [Organization Change of Information](https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/industrial_org_coi_pt1.pdf).  
([https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/docs/industrial/industrial\\_org\\_coi\\_pt1.pdf](https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/industrial_org_coi_pt1.pdf))

<sup>4</sup> **NOTE:** If at any time during the application process you need to stop and return to the application at a later time you can select “Save & Exit.” To return to the application select the application by the application ID number from the Industrial General Permit menu “Pending Applications.”

7. Enter all required facility information in the “Facility Info” tab:

*Water Boards Storm Water Multiple Application & Report Tracking System* Help

You are logged-in as: Navigate To:   
If this account does not belong to you, please log out.

**Facility Information**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

<b>NONA ID/App ID:</b> - 526994	<b>Operator:</b> test123	<b>Certified Date:</b>
<b>Status:</b> Not Submitted	1001 I street Sacramento CA 95814	<b>Processed Date:</b>
<b>Order No:</b> 2014-0057-DWQ	<b>Facility:</b>	<b>NOT Effective Date:</b>
<b>Permit Type:</b> Industrial - NONA		<b>Previous ID:</b> -

**Operator Info** **Facility Info** **Addl. Facility Info** **Attachments** **Certification** **Reports** **Inspections** **Print** **Status History** **Linked Users**

**Facility Information** **Same as Operator Info** **Clear Info** **If different, enter below**

<b>Facility Name:</b> <input type="text"/> *	<b>Contact First Name:</b> <input type="text"/> *
<b>Street Address:</b> <input type="text"/> *	<b>Contact Last Name:</b> <input type="text"/> *
<b>Address Line 2:</b> <input type="text"/>	<b>Title:</b> <input type="text"/>
<b>Latitude:</b> <input type="text"/> * <b>Longitude:</b> <input type="text"/> * <a href="#">*Lookup Map</a> (Decimal degrees only, minimum 5 significant digits Ex: 99.99999)	<b>Phone:</b> <input type="text"/> * <b>Ext:</b> <input type="text"/> (999-999-9999)
<b>City:</b> <input type="text"/> All <input type="text"/> *	<b>E-mail:</b> <input type="text"/> *(abc@xyz.com)
<b>County:</b> <input type="text"/> Select <input type="text"/> *	<b>Primary SIC Code 1:</b> <input type="text"/> *
<b>Regional Board:</b> <input type="text"/> Select <input type="text"/> *	
<b>State/Zip:</b> CA <input type="text"/> *	<b>Total Site Size:</b> <input type="text"/> * <input type="radio"/> Acres <input type="radio"/> Sqft

Fields marked with \* are mandatory fields.

A Lookup Map is provided for use if you do not know your facility's Latitude and Longitude coordinates:


<b>Latitude:</b> <input type="text"/> *	<b>Longitude:</b> <input type="text"/> *	<a href="#">*Lookup Map</a>
---	--	-----------------------------

(Decimal degrees only, minimum 5 significant digits Ex: 99.99999)

The user can locate a site's coordinates by entering the street address and selecting "Go!" The system will populate coordinates above the map and the user must confirm the location is correct by selecting "Set Coordinates":

Latitude:  Longitude:  \*Longitudes should always be negative.

To find the coordinates for a particular location, click on the map or enter a street address:  
(Example: "123 Main Street, Sacramento, CA")



Map data ©2017 Google Terms of Use Report a map error



8. Select one of the reasons<sup>56</sup> for filing a Notice of Non-Applicability circled in red in the “Additional Facility Info” tab. Once selected, complete any other required fields. Once all required information is entered, select “Save & Continue”:

**Additional Facility Information**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

NONA ID/App ID: - 526994      Operator: test123  
Status: Not Submitted      Facility: 10011 street Sacramento CA 95814  
Order No: 2014-0057-DWQ  
Permit Type: Industrial - NONA

Certified Date:  
Processed Date:  
NOT Effective Date:  
Previous ID:

Operator Info   Facility Info   **Add. Facility Info**   Attachments   Certification   Reports   Inspections   Print   Status History   Linked Users

**Reason For Filing NONA**

☒ No discharge to Waters of the US because: (this option requires a No Discharge Technical Report to be uploaded in Attachments tab)

☐ The facility is engineered and constructed to have contained the maximum historic precipitation event (or series events) so that the facility never discharges storm water to waters of the United States (see 2014-0057-DWQ permit section XX.C)

☐ The facility is located in basins or other physical locations that are not hydrologically connected to waters of the United States (see 2014-0057-DWQ permit section XX.C)

Is the completed No Discharge Technical Report signed by a Professional Engineer?  \*

☒ Not required to be permitted because:

☐ Wrong SIC  
Wrong SIC:

☐ Wrong Operator  
Name of Correct Operator:  \*  
Correct Address:   
Correct Line 2:   
Correct City/State/Zip:  CA

☐ Facility has Moved  
New Address:  \*  
New Line 2:   
New City/State/Zip:  CA  \*

☐ Facility has Closed

☐ Facility Regulated Under Separate NPDES Permit  
NPDES Permit No.:  \*

☒ Other  
Explain the reason for filing the NONA if different from the reasons above.

Save & Exit   Save & Continue

Fields marked with \* are mandatory fields.

<sup>5</sup> **NOTE:** If selected the “No discharge to Waters of the US” option, it will require a No Discharge Technical Report to be uploaded in “Attachments” tab

<sup>6</sup> **NOTE:** If selected “Other” enter the explanation in the text field box



9. In the “Attachments” tab, upload documents such as the No Discharge Technical Report if selecting the “No discharge to Waters of the US” option by selecting “Upload Attachment”:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as:   
If this account does not belong to you, please log out.   
Navigate To:

**Attachments**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

**NONA ID/App ID:** - 526994 **Operator:** test123 **Certified Date:**   
**Status:** Not Submitted **Facility:** 1001 I street Sacramento CA 95814 **Processed Date:**   
**Order No:** 2014-0057-DWQ **Facility:** 1001 I street Sacramento CA 95814 **NOT Effective Date:**   
**Permit Type:** Industrial - NONA **Previous ID:** -

**Operator Info** **Facility Info** **Add. Facility Info** **Attachments** **Certification** **Reports** **Inspections** **Print** **Status History** **Linked Users**

Please click on "Upload Attachment" button to upload the corresponding files. **Upload Attachment**

**Attached files:** The following are the current documents related to the NOI. Click on the Attachment ID to view them.

Attachment ID	Attachment For	File Type	File Title	File Description	File Size (Bytes)	Document Date	Part No.	Date Attached	Upload By	Delete
No records found.										

Save & Exit Save & Continue

Fields marked with \* are mandatory fields.

Be sure to select the attachment file type as “No Discharge Technical Report.” Additional files such as “Supporting Documentation” can be attached if needed. Click “Browse” to search file on computer, then select “Upload Files” when all attachments are ready to be uploaded.

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as:   
If this account does not belong to you, please log out.   
Navigate To:

**Attachments**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

**NONA ID/App ID:** - 526994 **Operator:** test123 **Certified Date:** 10/19/2020   
**Status:** Not Submitted **Facility:** 1001 I street Sacramento CA 95814 **Processed Date:**   
**Order No:** 2014-0057-DWQ **Facility:** 1001 I street Sacramento CA 95814 **NOT Effective Date:**   
**Permit Type:** Industrial - NONA **Previous ID:** -

**Operator Info** **Facility Info** **Add. Facility Info** **Attachments** **Certification** **Reports** **Inspections** **Print** **Status History** **Linked Users**

Please click on "Upload Attachment" button to upload the corresponding files.

Attachment File Type	Attachment Title	File Description	Part No.	Document Date	File Name
No Discharge Technical Report *	Report Prepared by Professional Engineer *		Part <input type="text"/> of <input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> file chosen

**Upload Files** Cancel Add New Row

**Attached files:** The following are the current documents related to the NOI. Click on the Attachment ID to view them.

Attachment ID	Attachment For	File Type	File Title	File Description	File Size (Bytes)	Document Date	Part No.	Date Attached	Upload By	Delete
No records found.										

Save & Exit Save & Continue

Fields marked with \* are mandatory fields.

Once you have checked that the document uploaded correctly select “Save & Continue”:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] Navigate To: [Dropdown]

If this account does not belong to you, please log out.

**Attachments**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

**NONA ID/App ID:** - 526994 **Operator:** test123 **Certified Date:** 10/19/2020  
**Status:** Not Submitted - certification required **Facility:** 1001 I street Sacramento CA 95814 **Processed Date:**  
**Order No:** 2014-0057-DWQ **Facility:** test123 **NOT Effective Date:**  
**Permit Type:** Industrial - NONA **Previous ID:**

**Operator Info** **Facility Info** **Add. Facility Info** **Attachments** **Certification** **Reports** **Inspections** **Print** **Status History** **Linked Users**

Please click on "Upload Attachment" button to upload the corresponding files. [Upload Attachment](#)

Attached files: The following are the current documents related to the NOI. Click on the Attachment ID to view them.

Attachment ID	Attachment For	File Type	File Title	File Description	File Size (Bytes)	Document Date	Part No.	Date Attached
2759227	NOI/NEC	No Discharge Technical Report	Prepared by Professional Engineer	PDF	2201389		/	11/23/2020

[Save & Exit](#) [Save & Continue](#)

Fields marked with \* are mandatory fields.

10. The “Certification” tab provides a completion check of the proposed Notice of Non-Applicability application. The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the Notice of Non-Applicability (e.g. No Discharge Technical Report was uploaded incorrectly). If not already done so, select “Print E-Authorization Form,” sign with original wet signature preferably in blue ink, then mail<sup>7</sup> in into one of the addresses on the form:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] Navigate To: [Dropdown]

If this account does not belong to you, please log out.

**Certification**

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

**NONA ID/App ID:** - 526994 **Operator:** test123 **Certified Date:** 10/19/2020  
**Status:** Not Submitted **Facility:** 1001 I street Sacramento CA 95814 **Processed Date:**  
**Order No:** 2014-0057-DWQ **Facility:** test123 **NOT Effective Date:**  
**Permit Type:** Industrial - NONA **Previous ID:**

**Operator Info** **Facility Info** **Add. Facility Info** **Attachments** **Certification** **Reports** **Inspections** **Print** **Status History** **Linked Users**

Perform the completion check to verify that all required information is completed. Click the button below to start completion check.

[Perform Completion Check](#)

The eAuthorization Form is required to be on file before the NOI can be processed and WDID number assigned. Please print the eAuthorization Form for the organization and mail the original signed copy to the Water Boards.

[Print E Authorization Form](#)

Fields marked with \* are mandatory fields.

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<sup>7</sup> **NOTE:** The E-Authorization Form must be mail in with original wet signature. No photocopies, scanned, emailed, or faxed forms will be accepted.

The Legally Responsible Person must review the prepared Notice of Non-Applicability for information accuracy, prior to continuing to the “Certification” tab to perform the completion check.

Any user can perform this check. If a Duly Authorized Representative (DAR) or Data Entry Person (DEP) performs the check and the Notice of Non-Applicability application is complete, SMARTS will not allow the Duly Authorized Representative or Data Entry Person to certify and submit the application. SMARTS will only allow the Duly Authorized Representative/Data Entry Person to notify the Legally Responsible Person (via a generated SMARTS email) that the Notice of Non-Applicability application must be certified and submitted.

A Duly Authorized Representative/Data Entry Person completing this check will see the following screen:

The screenshot displays the SMARTS application interface with the 'Certification' tab selected. The interface includes a navigation bar with tabs: Operator Info, Facility Info, Addl. Facility Info, Attachments, Certification (highlighted), Reports, Inspections, Print, Status History, and Linked Users. Below the navigation bar, there is a 'Preview Application' button and a message: 'Your Application Fee is \$0'. A green message states: 'The Application appears to be complete. A Data Entry Person cannot certify the application. Please contact the Legally Responsible Person, Approved Signatory, or Duly Authorized Representative to certify and submit the application.' Below this, there is a 'Send Email to LRP/AS' button. A note explains: 'On Clicking the Send Email to LRP/AS button, the status of the document is updated as Not Submitted - certification required. An email is sent to the LRP/AS informing them that the data entry is complete.' At the bottom left, there are 'Save & Exit' and 'Save & Continue' buttons. A note at the bottom left states: 'Fields marked with \* are mandatory fields.' At the bottom right, there is a copyright notice: '© 2019 State of California. [Conditions of Use](#). [Privacy Policy](#)'.

11. The Legally Responsible Person certifies and submits the Notice of Non-Applicability by selecting both check boxes, answering a security question and entering their password, then selecting the “Certify Application” button:

12. A confirmation screen will confirm submission of the Notice of Non-Applicability in SMARTS. The user can then download a copy of the application for their records.

13. A Notice of Non-Applicability Identification number (noted as NONA ID) will be assigned once the application is certified and submitted by the Legally Responsible Person:

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [User Name] [User Email]  
If this account does not belong to you, please log out.

Navigate To: [Dropdown Menu]

### Certification

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

<b>NONA ID/App ID:</b>	5S34NNA000928 - 526994	<b>Operator:</b>	test123
<b>Status:</b>	NONA Submitted		1001 I street Sacramento CA 95814
<b>Order No:</b>	2014-0057-DWQ	<b>Facility:</b>	test123
<b>Permit Type:</b>	Industrial - NONA		1001 I street Sacramento CA 95814

[Operator Info](#) [Facility Info](#) [Addl. Facility Info](#) [Attachments](#) **[Certification](#)** [Reports](#) [Inspections](#) [Print](#) [Status History](#) [Linked Users](#)

To print a copy of the receipt letter for your records, go to the "Print" tab:

### Print

The application is organized into different tabs. Please complete all applicable tabs before submitting the form. If you want to complete the application at a later time, please click on "Save & Exit".

<b>NONA ID/App ID:</b>	5S34NNA000928 - 526994	<b>Operator:</b>	test123
<b>Status:</b>	NONA Submitted		1001 I street Sacramento CA 95814
<b>Order No:</b>	2014-0057-DWQ	<b>Facility:</b>	test123
<b>Permit Type:</b>	Industrial - NONA		1001 I street Sacramento CA 95814

[Operator Info](#) [Facility Info](#) [Addl. Facility Info](#) [Attachments](#) [Certification](#) **[Print](#)** [Reports](#) [Inspections](#) [Status History](#) [Linked Users](#)

#### Print NOI Copy

Current NONA	Current NONA
<b>Receipt Letter</b>	Receipt Letter
Return Letter	Return Letter

Fields marked with \* are mandatory fields.

Please make sure to reference the Notice of Non-Applicability (NONA ID) and/or the Application ID in any communications with the Water Boards.